

Table of Contents

LAWRENCE COUNTY LOCAL ADMINISTRATIVE RULES	- 2 -
Section 1: Introduction.....	- 2 -
Section 2: Criminal Case Assignment	- 2 -
Section 3: Problem-Solving Court Cases.....	- 4 -
Section 4: Special Judge Appointment (Criminal Cases).....	- 7 -
Section 5: Evidence Retention and Disposition.....	- 8 -
Section 6: Court Security	- 9 -
Section 7: Video and Audio Equipment	- 10 -
Section 8: Court Reporter Services.....	- 10 -
Section 9: Program User Fees.....	- 12 -
LAWRENCE COUNTY LOCAL TRIAL RULES	- 13 -
Section 10: Service	- 13 -
Section 11: Pleadings.....	- 13 -
Section 12: Filing of Cases	- 14 -
Section 13: Motions	- 14 -
Section 14: Proposed Orders.....	- 15 -
Section 15: Service by Sheriff; Attachment.....	- 15 -
Section 16: Motion for Continuance.....	- 16 -
Section 17: Discovery	- 16 -
Section 18: Mediation Requirements.....	- 19 -
Section 19: Selection of Special Judge	- 20 -
Section 20: Special Judge Appointment	- 20 -
Section 21: Required Pre-Trial Conference (Civil)	- 21 -
Section 22: Trials and Juries	- 21 -
Section 23: Guardianships	- 22 -
Section 24: Summoning of Jurors.....	- 23 -

LAWRENCE COUNTY LOCAL RULES

LAWRENCE COUNTY LOCAL ADMINISTRATIVE RULES

Section 1: Introduction

LR47-AR00-001: APPLICABILITY AND CITATION OF RULES

- A.** The following rules shall apply to cases filed on the docket in the Lawrence Circuit and Superior Courts, excepting cases on the Small Claims Docket, and unless as otherwise noted. In the event of conflict between the local rules and the Rule of the Supreme Court of Indiana or the laws of the State of Indiana, the applicable law, or the rule of the Supreme Court, shall govern.
- B.** These rules may be cited as “Local Rule ___”. The Indiana Rules of Trial Procedure are hereinafter referred to as “Trial Rule ___” or “TR___”.
- C.** As used in the rules which follow, the word “pleadings” shall mean and include all motions, documents, or other papers filed with the Court by any party, except as is otherwise provided herein.

Section 2: Criminal Case Assignment

LR47-AR00-002: ASSIGNMENT OF CASES

A. Criminal Case Assignment.

- 1.** All initial filing determinations shall be on the basis of the most serious offense charged.

MURDER, LEVEL I TO IV FELONY, CLASS A TO C FELONY

All felonies classified as Murder, Level I to IV, and Class A to C, shall be blind filed in the Superior Courts through the Office of the Lawrence County Clerk. The Lawrence County Clerk shall assign 2/3 of those cases to Lawrence Superior Court, Division I and 1/3 to Lawrence Superior Court, Division II.

LEVEL VI and V, MISDEMEANORS, INFRACTIONS AND ORDINANCES

All Level VI and V felonies and misdemeanors charging an alcohol, traffic or controlled substance offense, and all infraction and ordinance violations, shall be filed in the Lawrence Superior Court, Division II. All other Level VI and V felonies and misdemeanors shall be filed in the Lawrence Superior Court, Division I.

2. New and Pending Cases: Any criminal case filed regarding a Defendant who under a probation sentence or has pending felony case, shall be filed in the court exercising jurisdiction over the prior proceedings. If a Defendant has a probation sentence or a pending felony case in multiple courts in this county, any new charges shall be filed in the court first having jurisdiction. A case may be transferred under this Rule by motion of the parties or by the Court.

3. Co-Defendants: When two or more Defendants are charged under separate case numbers, but the offenses charged arise from the same factual allegations, the cases of all co-defendants shall be assigned to one of the Superior Courts by the Clerk of Lawrence County as follows:

1. If any Defendant has a probation sentence, or pending felony case, the new charge shall be filed in the Court where a probation sentence or pending felony case exists and the other Defendants shall follow that case;
2. If more than one Defendant has a probation sentence or pending felony case, the new case shall be filed where each defendant has a probation sentence or pending case. This may result in co-defendants being charged in different Courts.
3. If there are more than two co-defendants and the additional co-defendant(s) do not have a probation sentence or pending case those additional co-defendant(s) case shall be filed in the Court in which the highest level charge exists. If the charges are equal the additional co-defendant(s) case shall be filed in the same Court in alphabetical order of the Defendants that have a probation sentence or pending felony case.
4. If neither situation exists all defendants shall be charged in the same Court pursuant to LR47-AR00-002 A 1.

B. Transfer of Criminal Cases. The Judges of the Lawrence Superior Courts, by appropriate order, may transfer and reassign to the other Courts any pending case, subject to acceptance by the receiving Court.

C. Re-Filing and Subsequent Filing of Criminal Cases. Upon dismissal of a case by the State of Indiana and a subsequent re-filing of the case based on the same occurrence, such newly filed case shall be re-filed in the Court from which the dismissal was taken. Further, in the event additional criminal charges are filed against a felony defendant at any time prior to sentencing, the additional charges shall be filed in the Court in which the other charges are already pending.

- D. Change of Judge in Criminal Case.** In the event the regular Judge of the Court recuses himself/herself, the case shall be assigned as follows: from the Judge of the Superior Court, Division I, to the Judge of the Superior Court, Division II; from the Judge of the Superior Court, Division II, to the Judge of the Superior Court, Division I. When it is necessary to appoint a special judge pursuant to Criminal Rule 13, it shall be done in accordance with District 20 Rule on appointment of special judge in criminal cases at **DR20-CR13-000**.
- E. Civil and Other Case Assignment.** All small claims shall be filed in the Lawrence Superior Court, Division II. All civil proceedings which are assigned a CP, PL, CT, RS, MF, CC or MI case number shall be filed in the Lawrence Circuit Court through the Clerk of Lawrence County. Additionally, all proceedings regarding dissolution of marriage shall be filed in the Lawrence Circuit Court and the Lawrence Superior Court, Division I, on a rotating basis, through the Clerk of Lawrence County. All mental health proceedings shall be filed in the Lawrence Superior Court, Division I. All protective order requests shall be filed in the Lawrence Circuit Court, subject to statutory exception and any exception specified by these rules. Additionally, if a dissolution action has been filed in the Lawrence Circuit or Superior Court, Division I, a subsequently filed protective order, with the same parties, shall be filed in that Court. Any Protective Order in which there is a companion criminal case shall be filed in the court that has jurisdiction over the criminal cause. All probate juvenile, guardianship, trust, adoption, or Title IV-D support collection matters, excepting those where the original dissolution was in Superior Court, Division I, shall be filed in the Lawrence Circuit Court.
- F. Modification.** The Courts of Lawrence County may, from time to time, modify the above rules regarding local assignment of cases to meet the needs of the Courts in circumstances deemed necessary by agreement of the Judges of the Courts of Lawrence County. Some instances that may necessitate temporary modification of this assignment of cases rule are as follows: temporary extended absence or disability of a Judge; a case of size or complexity to overburden a particular Court; temporary case load disparities.

(Amended rule approved by Supreme Court on 08.27.2019)

Section 3: Problem-Solving Court Cases

LR47-AR00-002.5: ASSIGNMENT OF PROBLEM-SOLVING COURT CASES

A. Criminal Case Assignment

1. All Lawrence County Problem-Solving Courts are established to provide specialized services, including: clinical assessment, education, referral for treatment, and service coordination and case management for eligible defendants and probationers as determined by its written policy and procedures.

2. The Lawrence Circuit, Superior I and Superior II Courts all operate and manage Problem-Solving Courts.
3. All criminal charges shall be filed as otherwise provided in this rule. However, after a charge has been filed, a judge may refer the defendant to a Problem-Solving Court, and if accepted, transfer the defendant's case to the Court which operates such Problem-Solving Court for services in accordance with policy and procedures.
4. Probationers may likewise be referred.

B. Fees for Lawrence County Problem-Solving Courts. The fee schedules are set pursuant to the authority granted by I.C. 33-23-19-23. Fees are as specified below:

1. **LAWRENCE SUPERIOR COURT II PROBLEM-SOLVING COURT - DRUG TREATMENT COURT**

PROGRAM FEE: \$35.00 per month, beginning on the second month of participation – not to exceed \$1,400.00 per case.

Quick Test (13 panel): \$10.00 (If admits to positive screen and signs affidavit, then NO additional cost)

Confirmation Urine Drug Screen Testing (13 panel): \$20.00

Oral Fluid Swab: \$20.00 – Confirmation: \$20.00

Hair Test: \$60.00

Synthetic: \$20.00

Drug Treatment Court User Fees are payable to the Clerk of Lawrence County located at 916 15th Street Room 31 of the Lawrence County Court House, Bedford, Indiana. Fees shall be deposited by the Clerk into account 9106, Lawrence Superior Court II Problem Solving.

(Amended effective August 1, 2023)

2. **LAWRENCE COUNTY JUVENILE PROBLEM-SOLVING COURT**

ADMINISTRATIVE FEE: \$50.00

PROGRAM FEE: \$20.00 per month for a maximum of \$480.00

Confirmation Urine Drug Screen Testing (13 panel): \$25.00

Synthetic THC (473): \$35.00

Quick Screen: \$0.00

Quick Screen (Positive confirmation -\$10.00) (Negative Confirmation – no fee)

Oral Fluid Swab: \$25.00

Hair Test: \$55.00

Alcohol Test: \$5.00

Confirmation: \$25.00

The Community Corrections Department shall collect and transmit these fees within thirty (30) days after the fees are collected for deposit at the Lawrence County Treasurer's Office into the Community Corrections Fund 2518 Project Income.

(Amended effective August 1, 2023)

3. **LAWRENCE SUPERIOR COURT I PROBLEM-SOLVING COURT –
DOMESTIC VIOLENCE COURT**

PROGRAM FEE: \$30.00 per month

Participants shall pay an initial probation fee of \$100.00 for a felony offense and initial probation fee of \$50.00 for a misdemeanor offense.

Quick Test (13 panel): \$10.00 (If admits to positive screen and signs affidavit, then NO additional cost)

Confirmation Urine Drug Screen Testing (13 panel): \$20.00

ETG Quick Screen: \$10.00

Synthetic: \$20.00

Confirmation: \$20.00

Oral Fluid Swab: \$20.00 - Confirmation \$20.00

Hair Test: \$60.00

Fees shall be paid to the Clerk of the Court located at 916 15th Street, Room 31, Bedford, Indiana. The clerk of the Court shall collect and transmit these fees within thirty (30) days after the fees are collected. The Clerk shall deposit funds at the Lawrence County Treasurer's Office into Adult Probation User Fee Account 2000.

(Amended effective August 1, 2023)

4. **LAWRENCE SUPERIOR COURT II- VETERAN'S TREATMENT PROGRAM**

Admission Fee: \$100.00 for a felony offense or \$50.00 for a misdemeanor offense assessed at the time the participation agreement is signed

User fee: \$30.00 for a felony offense or \$20.00 for a misdemeanor offense per month beginning the second month of participation.

Deferral Participant: \$35.00 per month payable to the Clerk of the Court located at 916 15th Street, Room 31, Bedford, Indiana.

The Veterans Treatment Court has adopted by local court rule a schedule of fees assessed for problem-solving court services. Fees are to be paid to the Clerk of Lawrence Circuit Court located at 916 15th Street, Room 31 Street, Bedford, Indiana.

(Effective August 1, 2023)

Section 4: Special Judge Appointment (Criminal Cases)
DR 20-CR13-000: APPOINTMENT OF SPECIAL JUDGE IN CRIMINAL CASES

- A. Eligibility for Special Judge Service.**
1. **Available to Serve.** Pursuant to Criminal Rule 13(C), the Judicial Officers of Administrative District 20 shall be deemed in agreement to serve as a Special Judge only for those case type(s) which compose that judicial officer's typical caseload, as determined by the local Caseload Allocation Plan.
 2. **Prior Service Excluded.** The appointment of Special Judge shall apply unless the appointed Judicial Officer has previously served as Judge or Special Judge in the case, is disqualified by interest or relationship, or is excused from service as a Special Judge by the Indiana Supreme Court.
- B. Appointment within the Administrative District.** In order to improve the coordination within the Administrative District, and pursuant to Criminal Rule 13(C), appointments of a Special Judge in criminal cases shall be made among the Judicial Officers of the Administrative District.
- C. Appointment of a Special Judge.** In the event of the need for the regular, sitting Judicial Officer to recuse herself/himself from a normally assigned case, Special Judge appointment shall be made by the Administrative District 20 Facilitator.
1. **Priority Given to Local County Appointments.** Pursuant to Criminal Rule 2.2, appointments of a Special Judge shall be made in the same manner as set forth within the Local Rules of the Local County, so long as a Judicial Officer with criminal jurisdiction remains available within the Local County for appointment. Following the appointment of the Special Judge, the Special Judge may request that the case be forwarded to the court of the Special Judge.
 2. **District (Outside County) Appointments.** In the event that no Local Judicial Officer is available, a Special Judge shall be appointed, on a rotating basis, from the available Judicial Officers within the Administrative District.
- D. Supreme Court Certification.** In the event that no Judicial Officer in the Administrative District is eligible to serve as a Special Judge, or the regular, sitting Judicial Officer in the court in which the case is pending sets out particular circumstances why appointment under these rules should not be made, then the regular, sitting Judicial Officer shall certify the same to the Indiana Supreme Court for appointment of a Special Judge.
- E. Discontinuation of Special Judge Service.** The provisions of C.R. 13(F) if a Special Judge ceases to serve following assumption of jurisdiction.
- F. Method for Assignment and Related Records.** The District Facilitator has maintained a method for rotation for appointments and maintained records related

thereto which will be continued. Any amendments to the method will be made by votes cast by the Judicial Officers of Administrative District 20.

Section 5: Evidence Retention and Disposition

LR47-AR00-003: RULES FOR EVIDENCE HANDLING, RETENTION AND DISPOSITION

A. Preamble. In all cases, the court shall proceed pursuant to these Rules unless the court directs a longer retention period after motion by any party or on its own motion.

B. Retention Periods for Evidence introduced in Civil and Criminal Proceedings.

1. **Civil Cases, Including Adoption, Paternity, and Juvenile Proceedings.** All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence, except as otherwise ordered by the court, four (4) months after the case is decided unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for two (2) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later. The Court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.
2. **Misdemeanor, Class D, Class C, Level V, and Level VI Felonies and Attempts.** All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence except as otherwise ordered by the court, three (3) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken, If an appeal is taken, all such exhibits shall be retained by the court reporter for three (3) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending. The Court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.
3. **Class B, Class A, Level IV, Level III, Level II, and Level I Felonies and Murder and Attempts.** All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence, except as otherwise ordered by the court, twenty (20) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for twenty (20) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending. The court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as

provided in Administrative Rule 7. Courts should be encouraged to photograph as much evidence as possible and courts and parties reminded of the requirements of Appellate Rule 29(B).

C. Non-documentary and Oversized Exhibits. Non-documentary and oversized exhibits shall not be sent to the Appellate level Court, but shall remain in the custody of the trial court or Administrative Agency during the appeal. Such exhibits shall be briefly identified in the Transcript where they were admitted into evidence. Photographs of any exhibit may be included in the volume of documentary exhibits. Under no circumstances should drugs, currency, or other dangerous or valuable items be included in appellate records.

D. Notification and Disposition.

1. **Notification.** In all cases, the court shall provide actual notice, by mail, to all attorneys of record and to parties only if unrepresented by counsel, that the evidence will be destroyed by a date certain if not retrieved before that date. Counsel and parties have the duty to keep the court informed of their current addresses and notice to the last current address shall be sufficient. Court reporters should maintain a log of retained evidence and scheduled disposition date and evidence should be held in a secure area. At the time of removal, a detailed receipt shall be given to the court reporter by the party receiving and removing the evidence, the receipt will be made part of the court file.
2. **Disposition.** In all cases, evidence which is not retaken after notice should be disposed of by the sheriff on the court's order. The sheriff should be ordered to destroy evidence if its possession is illegal or if it has negligible value. Evidence of some value should be auctioned by the sheriff with proceeds going to the county general fund. These Rules and their retention periods will take precedence over inconsistent language in statutes, ct I.C. 35-33-5-5(c)(2).

E. Biologically Contaminated Evidence. A party who offers biologically contaminated evidence must file a pretrial notice with the trial court and serve all the parties so that the court can consider the issue and rule appropriately before trial. A party can show contaminated evidence or pass photographs of it to jurors, but no such evidence, however, contained, shall be handled or passed to jurors or sent to the Jury Room.

Section 6: Court Security
LR47-AR00-004: WEAPONS

No weapons of any nature shall be brought into a courthouse, except those carried by an officer of the Court or duly authorized law enforcement officer. Violation of this rule may result in a finding of Contempt of Court, and possible imposition of sanctions or penalties against the violating party.

Section 7: Video and Audio Equipment
LR47-AR00-005: AUDIO OR VIDEO EQUIPMENT IN COURTROOM

No audio or video equipment shall be brought into or used in the courtroom, unless authorized by the Court.

(Amended effective July 1, 2014)

Section 8: Court Reporter Services
LR47-AR15-006: PROVISION OF COURT REPORTER SERVICES

- A. Definitions.** The Definitions contained in Administrative Rule 15(B) are adopted herein and control any question of interpretation. For the purposes of this rule, the regular hours worked by the Court reporting staff shall be Monday through Friday from 8:00 a.m. until 12:00 noon, and 1:00 p.m. until 4:00 p.m. The work week shall be a seven (7) – day period, commencing with Sunday and ending with the Saturday of each week and contain thirty- five (35) hours for which salaried compensation is paid. Such work period may, from time to time, be modified by the judge in each Court of this county.
- B. Compensation.** A Court Reporter shall work directly under the control, direction, and direct supervision of the judge by whom they are employed during all hours of employment. Each Court Reporter shall be paid an annual salary, as set by the Court and approved by the county council, for regular hours worked during the work week. Gap hours shall be separately compensated at a rate equivalent to the hourly rate of the yearly salary and overtime hours shall be separately compensated at a rate equivalent to one and one-half (1 ½) times the hourly rate of the yearly salary, or compensatory time off shall be given, weighted in the same manner.
- C. Duties and Responsibilities.** The duties of a Court Reporter shall include:
1. reporting the evidence presented in proceedings before the Court;
 2. preservation and storage of any physical evidence presented in Court proceedings;
 3. preparation of chronological case summary entries at the direction of the Court and providing notice thereof as required by the Rules of Trial Procedure;
 4. preparation of written documents to effectuate the rulings, order, and judgments of the Court or comply with the rules of the Indiana Supreme Court;
 5. preparation of transcripts of evidence presented in Court proceedings requested, pursuant to the rules of trial procedure; and
 6. such other functions and responsibilities as required by law or the Court for its effective administration.
- D. Transcripts.**

Section One.

Per Page Fees

1. The maximum per page fee a Court Reporter may charge for the preparation of a routine (either appellate or non-appellate) county indigent transcript shall be \$5.00. The Court Reporter shall submit a claim to the Auditor directly for the preparation of any county indigent transcripts requested by a self-represented person found indigent by the Court. Otherwise, the Court Reporter shall submit an invoice to the requesting party (i.e. Lawrence County Public Defender Agency, Lawrence County Prosecutor's Office, GAL, CASA) for submission of a claim to be paid out of that entity's budgeted transcript fund.
2. The Court Reporter shall not charge a fee for copies of an indigent transcript to a court appointed agency when the preparation of the same has already been paid by the county on behalf of any local or state government entity.

The Lawrence County Courts have adopted Court Reporter Model 1 in compliance with the Administrative Rule 15. A Court Reporter shall be paid by Lawrence County for indigent transcript services as an independent contractor and separate from their regular salary.

3. The maximum per page fee a Court Reporter may charge for the preparation of a non-appellate state indigent transcript shall be \$5.00.
4. The maximum per page fee a Court Reporter may charge for the preparation of an appellate or non-appellate private transcript shall be \$5.50. The per page fee a Court Reporter may charge for a copy of a prepared transcript shall be \$2.00.
5. A minimum fee of \$50.00 per transcript will be charged for transcripts of eight (8) pages or less.
6. A \$7.00 fee will be assessed for each binder needed and an additional \$3.00 fee will be charged for each disc and/or \$8.00 for each USB thumb drive.
7. A fee of \$17.75 per hour will be charged for binding costs on appealable transcripts.
8. The Table of Contents and Index will be charged at the designated per page fee in addition to binder costs and the hourly rate of \$17.75 to bind the same.
9. The Volume of Exhibits will be charged at the designated per page fee and the hourly rate of \$17.75 to bind the same.
10. The Court Reporter may, at their discretion, contract with an outside Court Reporter or Transcription Service to complete any requested transcript.

Annual Report

A Court Reporter shall annually report all transcript and deposition fees received to the Office of Judicial Administration on such forms as may be prescribed.

Section Three.

Private Practice

1. If a Court Reporter elects to engage in private practice by recording a deposition and/or preparing a deposition transcript, outside of and in addition to his or her official duties for the Court, and the Court Reporter desires to utilize the Court's equipment, work space, and supplies, and the Court agrees to the use of the court equipment for such purpose, the Court and the Court Reporter shall enter into a written agreement which must, at a minimum, designate the following:
 - a. The reasonable market rate for the use of equipment, work space, and supplies;
 - b. The method by which records are to be kept for the use of equipment, work space, and supplies; and
 - c. The method by which the Court Reporter is to reimburse the Court for the use of the equipment, work space, and supplies.

2. If a Court Reporter elects to engage in private practice through the recording of a deposition and/or preparation of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.

(Amended effective December 4, 2017)

Section 9: Program User Fees

LR47-AR00-0007: COURT ALCOHOL AND DRUG PROGRAM USER FEES

- A.** The Lawrence Superior Courts I and II have set the following schedule of fees pursuant to the authority granted by I.C. 12-23-14-16.
- B.** Court Alcohol and Drug Program Schedule of Fees:
 1. Assessment, Referral, and Monitoring: \$300.00 for misdemeanor conviction; \$300.00 for felony conviction.
 2. Case Management fee for other jurisdiction: \$200.00.
 3. Transfer out fee: \$100.00.
 4. Substance Abuse Information Class: \$100.00.
 5. Prime for Life course: \$150.00.
 6. All Court Alcohol and Drug Program Fees are payable to the Clerk of the Court.

LR47-AR00-0008:

LAWRENCE SUPERIOR COURT II PROBLEM-SOLVING COURT – (DRUG TREATMENT COURT)

- A. The Lawrence Superior Court II has set the following schedule of fees pursuant to the authority granted by I.C. 33-23-16-23.
- B. Drug Treatment Court User Fee: Assessment fees of \$100.00; and Monthly Case Management Program fee of \$35.00 per month, beginning on the second month of participation – not to exceed \$1,400.00 per case.
- C. Drug Treatment Court User Fees are payable to the Clerk of the Court.

(Amended effective September 2017)

LAWRENCE COUNTY LOCAL TRIAL RULES

Section 10: Service

LR47-TR05-101: CONSENT TO ALTERNATE SERVICE

- A. **Courthouse Boxes.** Any Lawrence County attorney or any firm of attorneys may, without charge, maintain an assigned Courthouse mailbox in the central Lawrence County Courthouse. Such boxes are for receipt of notices, pleadings, process, orders, or other communications from the Lawrence Circuit and Superior Courts or the Clerk and other attorneys and law firms.
- B. **How Assigned.** Courthouse mailboxes shall be assigned to each Lawrence County attorney or firm or attorneys who shall be deemed to have consented to service therein.
- C. **Effect of Consent.** Deposits made in any assigned mailbox of notice, pleadings, process, orders, or other communications made shall be deemed to constitute and be accepted as service in compliance with Trial Rule 5. Such consent shall require regular (at least weekly) appearance at such location and the picking up of any items left in such mailbox.
- D. **Revocation of Consent.** Consent to Alternate Service under this rule shall remain valid until a revocation in writing has been filed with the Courts of Lawrence County. Notice of the revocation shall be given to all Courts and members of the Lawrence County Bar who have consented to alternative service by the attorney or law firm which has withdrawn its consent to alternative service.

Section 11: Pleadings

LR47-TR05-102: PREPARATION OF PLEADINGS

All pleadings shall be in accordance with the Indiana Rules of Trial Procedure. For the purposes of uniformity and convenience, the following requirements shall also be observed:

- A. **Form.** Except for affidavits or supporting materials originally written by hand, or pro se applications or infraction petitions, handwritten pleadings or printed forms filled

out in handwriting shall not be accepted for filing without the permission of the Court. The lines shall be at least one and one-half space except for quotations, which shall be indented and single-spaced. Photocopies are acceptable if legible.

- B. **Margins and Binding.** Margins shall be 1 inch. Binding or stapling shall be at the top left and at no other place. Covers or backing shall not be used.
- C. **Proceedings before Special Judges.** Pleadings filed in cases wherein a Special Judge has assumed jurisdiction shall state the name of the Special Judge immediately below the caption. Whenever the case is assigned to a Special Judge from Lawrence County, the hearings regarding the case shall be held in the Court of the Special Judge. If the Special Judge is from outside of Lawrence County, all hearings shall be held in the original Court unless otherwise ordered by the Special Judge. Pleadings shall be served pursuant to TR 5.

Section 12: Filing of Cases

LR47-TR77-103: FILING AND FILES

- A. **Docketing of Cases by the Clerk.** Cases shall be docketed in the Courts by the Clerk pursuant to the Local Caseload Plan for the Eighty-First Judicial Circuit regarding the Assignment of Felony and Misdemeanor Cases as approved by the Indiana Supreme Court.
- B. **“Emergency” Pleadings and Delivery of Files.** When immediate action by the Court is sought upon a filed pleading, the pleading shall be delivered immediately to the Court along with a proposed order. The pleading shall indicate, as a heading, that the filing is an “emergency.”
Upon filing a pleading entitled “emergency” or requesting an “emergency hearing,” the attorney and/or party filing same consents to hearings that may be set at irregular Court hours (e.g., early morning or evening), and with reduced notice to the attorney and parties.
- C. **Removal of Files.** Court files shall not be removed from the Courthouse except by the Clerk or the appropriate Court.

Section 13: Motions

LR47-TR08-104: MOTIONS AND BRIEFS

- A. **Setting Motions for Hearing.** Unless the setting of a hearing is required by law, the scheduling of a hearing shall be discretionary with the Court. Parties desiring a hearing shall file a written praecipe with their motion and prior to a ruling by the court. Attorneys filing “emergency” petitions or requesting “emergency hearings” are directed to note LR47-TR77-106 above.
- B. **Briefs and Memoranda.** If a party desires to file a brief or memorandum in support of any motion, such brief or memorandum shall accompany the motion, and a copy shall be promptly served upon the adverse party. Opposing parties may file a brief or memorandum within the time prescribed by the Trial Rules.
- C. **Trial Briefs.** Unless ordered otherwise, Trial Briefs may be filed and exchanged by the parties at least five (5) working days before trial.

Section 14: Proposed Orders
LR47-TR08-105: PROPOSED ORDERS

A. **Matters in Which Proposed Orders Required.** Prior to entry by the Court of orders granting motions or applications, the moving party or applicant shall, unless the Court directs otherwise, furnish the Court with a proposed order in the following matters:

1. Enlargement of time;
2. continuance containing a blank space for rescheduling;
3. default judgment;
4. compulsion of discovery;
5. dismissal;
6. appointment of receiver;
7. appointment of guardian;
8. restraining order, temporary or permanent injunction;
9. immediate possession of real estate;
10. immediate possession of personal property;
11. proposed findings of fact and conclusions of law and judgment under TR 52;
12. foreclosure of a mortgage or other lien;
13. stay of proceedings by reason of bankruptcy, appeal, or other grounds; and
14. such other orders, judgments, or decrees as the Court may direct.

This rule does not apply to judgments on general verdicts of the jury or upon a decision to be announced by the Court.

B. **Copies.** All proposed orders submitted to the Court shall be in sufficient number so that in addition to the original and one copy for the Court file, a copy can be furnished to each party. Further, upon request of a Court, parties may be required to submit proposed orders on disc in “Word” format.

Section 15: Service by Sheriff; Attachment
LR47-TR69-106: SERVICE BY SHERIFF; ATTACHMENT

A. **Attachment-Duties of Sheriff.** Unless otherwise directed by the Court, when a civil body attachment is to be issued by a Court and delivered to the sheriff in a proceedings supplemental, the Court from which the proceedings supplemental is pending, shall first issue a written notice or CCS entry to the judgment debtor/defendant to their last known address. Such letter or notice shall inform the judgment debtor that a civil body attachment has been issued and he/she must satisfy the reason such attachment was issued as specified in such notice/CCS entry. Prior to issuing the body attachment the plaintiff’s attorney will request that the Court place a bond upon the judgment debtor/defendant; such bond may be fixed within the discretion of the Court and applicable law. If the attachment is served outside of Court hours, he/she shall be taken to the jail and required to post the amount of bond indicated to guarantee his/her appearance in Court. Upon posting of the bond, he/she will be released with the admonition to appear in the appropriate Court at a

designated time or be subject to a finding of contempt and issuance of another body attachment without bond.

- B. **Attachment Hearings.** When a judgment debtor/defendant has been brought into Court on a body attachment, a hearing will be conducted at the earliest convenience of the Court. Plaintiff, if unrepresented, and/or counsel for plaintiff, will respond to the telephone request by Court personnel to appear at the hearing forthwith, and counsel will have deemed to have consented to such notice to immediately appear by requesting a body attachment. The hearing requires the presence of the attorney of record, and clerical or secretarial personnel shall not appear to interrogate the attached judgment defendant. Failure of counsel to respond promptly to such request may result in the discharge of the attached defendant, dismissal of the proceeding, or other appropriate measures by the Court.

Section 16: Motion for Continuance

LR47-TR53.5-107: CONTINUANCES

- A. **Motion for Continuance.** Unless made during trial or hearing, a motion for continuance shall be in writing and state with particularity the following: the grounds for such request; that all opposing counsel or parties have been contacted; whether they consent or object to the continuance, or if counsel or the party have not been contacted, the reasons therefore must be fully set forth. Counsel requesting such continuance shall contact the Court with a proposed date for the rescheduling of the case, which is acceptable to opposing counsel and the Court.
- B. **Time for Filing.** Motions or Stipulations for Continuance shall be filed as soon after the cause for continuance or delay is discovered by the party seeking same, and no later than seven (7) days before the scheduled date, unless the reason therefore is shown by affidavit to have occurred within such seven (7) day period. Such time for filing shall not be applicable to jury trials, which motions for continuance shall be filed thirty (30) days in advance.
- C. **Small Claims.** The provisions of the rule shall also apply to small claim matters, excepting the requirements for filing of affidavits in paragraph B above.

Section 17: Discovery

LR47-TR26-108: DISCOVERY

- A. **Civil Cases.** In all cases triable by jury, final lists of witnesses and exhibits shall be exchanged pursuant to pre-trial orders of the Court.
- B. **Extension of Time.** For good cause shown, time may be extended for completion of discovery.
- C. **Criminal Cases.** The State of Indiana and the Defendant shall provide full reciprocal discovery as described herein and as permitted by applicable law. Each side shall have an ongoing duty to promptly supplement the discovery it has provided. Disclosure deadlines may be modified by a filed written agreement of counsel and by leave of Court.

In order to obtain discovery pursuant to these rules, the Defendant shall provide a written request to the state. Such written request shall be, in short form, as follows:

“Defendant requests discovery from the State of Indiana pursuant to Local Rule TR26-111.C.”

The Defendant shall then disclose and furnish all relevant items and information as requested by this rule to the State within fifteen (15) days after the State’s disclosure. All discovery is subject to Constitutional limitations, and such other limitation of Indiana statute and case law, and as the Court may specifically provide by separate order.

A written motion is also required as follows: to compel compliance with this rule; for additional discovery not covered by this rule; for a protective order seeking exemption for the provisions of this rule; or for an extension of time to comply with this rule.

1. **State’s Disclosure.** The State shall disclose the following materials and information within its possession or control as a result of the short-form request of the defendant described above:
 - a. the names and last known addresses of persons whom the State knows to be witnesses, and/or that the State intends to call as witnesses, along with copies of their relevant written and recorded statements;
 - b. any written, oral, or recorded statements made by the accused or by a co-defendant, and a list of witnesses to the making and acknowledgement of such statements;
 - c. any reports provided by any law enforcement agency made in connection with the case;
 - d. if applicable, the State shall disclose the existence of grand jury testimony of any person whom the prosecuting attorney may call as a witness at any trial or hearing. In addition, the State shall provide a copy of those portions of any transcript of grand jury minutes, within the State’s possession, which contain the testimony of such witness and witnesses. If such transcripts do not exist, the defendant may apply to the Court for an order requiring their preparation;
 - e. any reports or statements of experts, made in connection with the particular case, including results of physician or mental examinations and of scientific tests, experiments, or comparisons;
 - f. any books, papers, documents, photographs, or tangible objects that the prosecuting attorney intends to offer in evidence at a hearing or trial, or which were obtained from or belong to the accused;
 - g. any record or prior criminal convictions that may be used for impeachment of the persons who the State intends to call as witnesses at any hearing or trial; and
 - h. any material or information within its possession or control that tends to negate the guilt of the accused as to the offenses charged or would tend to reduce the punishment for such offenses.
2. **Defendant’s Disclosure.** Defendant’s counsel (or defendant where defendant is proceeding pro se) shall furnish the State with the following material and information within his/her possession or control:

- a. the names and last known addresses of persons whom the defendant intends to call as witnesses, along with copies of their relevant written and recorded statements;
 - b. any books, papers, documents, photographs, or tangible objects defendant intends to use as evidence at any trial or hearing;
 - c. any medical, scientific, or expert witness evaluations, statements, reports, or testimony, which may be used at any trial or hearing;
 - d. any defense, procedural or substantive, which the defendant intends to make at any hearing or trial; and
 - e. any record of prior criminal convictions known to the defendant or defense counsel that may be used for impeachment of the persons whom the defense intends to call at any hearing or trial.
3. **General Provisions.** Counsel for the State of Indiana and Defendant shall only be required to produce criminal record information which they actually have obtained. Absent a showing of good cause neither side shall be required to obtain criminal records for the other party. The parties may perform these disclosure obligations in any mutually agreeable manner. Compliance may include a notification that material and information being disclosed may be inspected, obtained, tested, copied, or photographed at a specified reasonable time and place.

D. Interrogatories.

1. Interrogatories and requests for admissions to be served upon another party shall not be filed with the Court. The person serving interrogatories or requests for admissions shall notify the Court in writing of the service of such and the date upon which answers are to be made.
2. Answers or objections to interrogatories or requests for admissions shall set forth in full the interrogatory being answered or objected to immediately preceding the answer or objection; if a request for admission is being denied, admitted or objected to, the requested admission shall be set forth immediately preceding the answer or objection.
3. Each interrogatory or request for admissions requiring an answer shall be numbered individually and consecutively by simple Arabic numerals; no question shall be phrased or numbered by the use of parenthesis or letter in a way to make it a sub-question to another interrogatory. No sub-questions are permitted.
4. No mimeographed or otherwise duplicated forms of interrogatories or requests for admissions shall be filed or served upon a party unless all interrogatories or requests for admissions on such forms are consecutively numbered and applicable to the case in which the same are filed and served. The intent and purpose of this rule is to prohibit the filing of mimeographed or otherwise duplicated forms of interrogatories or requests for admissions, except where the nature of the case or the number of the parties makes the use of such forms necessary and feasible.
5. The number of interrogatories or requests for admissions, which may be served pursuant to TR-33 or TR-36, shall be limited so as to require the answering party to make no more than twenty (20) answers. Waiver of this limitation by order of the Court will be granted in cases in which such limitation would work a manifest injustice or would be impractical because of the complexity of the issues of the case. Requests for waiver on the limitation of number of interrogatories may only

be made to the Court following original service and answer of twenty (20) interrogatories. Any such request for waiver must specify the information needed, that additional interrogatories are the most expeditious way to obtain such needed information, and how many additional interrogatories are believed necessary.

- E. **Cooperation in Discovery.** To curtail undue delay in the administration of justice, the Court shall refuse to rule on any and all motions for discovery concerned with the production of documents or things, permission to enter upon land or other property for inspection and other purposes, for physical or mental examinations, or to compel discover, all as provided in TR-26, unless the moving party shall first advise the Court in writing that after personal consultation and sincere attempts to resolve differences, the parties are unable to reach an accord on such discovery request. The Court shall be advised in writing as to what specific efforts have been made. If counsel for any party advises the Court in writing that opposing counsel has refused or delayed meeting to discuss the matters covered in this subsection, the Court may take such action as is appropriate to avoid delay, including, but not limited to, sanctions.

Section 18: Mediation Requirements
LR47-ADR2-109: MEDIATION

- A. In all cases of dissolution of marriage or modification or original decrees thereof, requiring more than one (1) hour for a final hearing, and in all civil cases where a timely demand for jury trial has been made and all cases to be tried without a jury where more than two hours of trial is anticipated, mediation pursuant to A.D.R. Rule 2 is mandatory. Referral of the case to mediation may occur at the first Pre-trial Conference or preliminary hearing, or earlier by agreement of the parties, or order of the Court, or a written request for appointment of a mediator. In the event the parties agree upon a mediator they shall advise the Court of the identity of the mediator so that an order of appointment may be entered.
- B. **Objection to Mediation.** Any party may object to mediation by filing a written objection specifying the grounds. Upon hearing or after receipt of the parties written positions, the Court shall consider the objection and determine whether the litigation should be mediated.
- C. **Other Forms of Alternative Dispute Resolution.** The parties are encouraged to consider other forms of Alternative Dispute Resolution, either in lieu of or to augment required mediation.

Section 19: Selection of Special Judge
LR47-TR79-110: SPECIAL JUDGE SELECTION (INCLUDING SMALL CLAIMS)

When it is necessary to appoint a special judge pursuant to Trial Rule 79 (H), it shall be done in accordance with District 20 Rule on appointment of special judge in civil cases at **DR20-TR79-000**.

(Amended effective August 15, 2013)

Section 20: Special Judge Appointment
DR 20-TR79-000: APPOINTMENT OF SPECIAL JUDGE IN CIVIL CASES

- A. Eligibility for Special Judge Service:**
1. **Agreement to Serve.** Pursuant to Trial Rule 79(H), the full-time Judicial Officers of Administrative District 20 shall be deemed in agreement to serve as a Special Judge only for those case type(s) which compose that Judicial Officer's typical caseload, as determined by the Local County Caseload Allocation Plan.
 2. **Prior Service Excluded.** The appointment as Special Judge shall apply unless the appointed Judicial Officer has previously served as Judge or Special Judge in the case, is disqualified by interest or relationship, or is excused from service as a Special Judge by the Indiana Supreme Court.
- B. Appointment of a Special Judge:** In the event of the need for the regular, sitting Judicial Officer to recuse herself/himself from a normally assigned case, or should the appointment of a Special Judge through agreement by the Parties fail, the Special Judge appointment shall be made by the Administrative District 20 Facilitator:
1. **Priority Given to Local County Appointments.** Special Judge appointments shall be made within the Local County, on a rotating basis so long as a Judicial Officer within the County who has jurisdiction for the type of case remains eligible for Special Judge service. Following the appointment of the Special Judge, the Special Judge may request that the case be transferred to the court of the Special Judge.
 2. **District (Outside County) Appointments.** In the event that no Local Judicial Officer is available, the case will be forwarded to the District 20 Facilitator who will appoint a Special Judge on a rotating basis, from the available Judicial Officers within the Administrative District who have jurisdiction for the type of case.
- C. Acceptance of Appointment:**
1. **Acceptance Mandatory.** Pursuant to Trial Rule 79(H), a person appointed to serve as Special Judge under these rules must accept jurisdiction in the case, unless the appointed Special Judge is disqualified pursuant to the Code of Judicial Conduct, ineligible for service under these rules, or excused from service by the Indiana Supreme Court.

2. **Documentation.** An oath or additional evidence of acceptance of jurisdiction is not required.
- D. **Supreme Court Certification.** In the event that no Judicial Officer in the Administrative District is eligible to serve as a Special Judge, or the regular, sitting Judicial Officer in the court in which the case is pending sets out particular circumstances why appointment under these rules should not be made, then the regular, sitting Judicial Officer shall certify the same to the Indiana Supreme Court for appointment of a Special Judge.
- E. **Discontinuation of Special Judge Service.** The provisions of T.R. 79(I) apply if a Special Judge ceases to serve following assumption of jurisdiction.
- F. **Method of Assignment and Related Records.** The District Facilitator has maintained a method for rotation for appointments and maintained records related thereto which will be continued. Any amendments to the method will be made by votes cast by the Judicial Officers of Administrative District 20.

(Adopted effective August 15, 2013)

Section 21: Required Pre-Trial Conference (Civil)
LR47-TR6-111: PRE-TRIAL CONFERENCE (CIVIL)

- A. **Requirement for Pre-Trial Conference – Waiver.** There shall be a pre-trial conference in every non-small claim case. Such pre-trial conference shall fully comply with Trial Rule 16, unless:
 1. the parties stipulate in writing to the contrary and the Court approves the stipulation; or,
 2. the Court, on its own motion, directs to the contrary.
- B. **Telephonic Pre-Trial.** Pre-Trial Conferences may be conducted by telephone or Zoom upon prior arrangement with and approval by the Court. Such telephonic conferences shall be initiated by counsel for plaintiff, unless otherwise agreed or ordered.

Section 22: Trials and Juries
LR47-TR47-112: TRIALS AND JURIES

- A. **Timeliness.** Trials and hearing shall begin promptly as ordered unless otherwise directed by the Court. Advance “settlement conferences” may be required. The attorneys and the litigants are encouraged to arrive substantially in advance of the scheduled time for the purpose of entering into any last minute stipulations or agreements.
- B. **Jury Questionnaire.** Completed Jury Questionnaire forms shall be available for inspection by the parties in the cause.
- C. **Voir Dire Examination by Court.** The Court, in its discretion, may conduct the Initial voir dire examination.
- D. **Voir Dire Examination by Counsel.** Following the voir dire examination by the Court, if any, each party shall be permitted an opportunity to conduct voir dire

examination. The questions asked by the parties on voir dire shall be limited, to the extent possible, to those questions bearing upon the qualifications of the prospective jurors not adequately covered by the questions and answers contained in the completed juror questionnaire or the previous questions, if any. Time limitations upon voir dire will be implemented by the Court with notice to counsel.

- E. **Challenges.** After the Defendant's voir dire examination, the parties, or their attorneys, shall approach the bench and either accept the prospective jurors or make peremptory challenges, out of the hearing of the prospective jurors. Challenges for cause shall be made immediately upon the basis for the challenge being disclosed by the prospective juror and shall be tried summarily by the Court with leave granted to all parties to participate in voir dire upon the issue.
- F. **Multiple Parties.** In case of multiple Plaintiffs or multiple Defendants, the details of the voir dire procedure will be determined before trial.
- G. **Jury Instructions.** Preliminary and initially proposed Final instructions shall be filed with the Court no later than ten (10) days in advance, unless otherwise ordered by the Court, of the commencement of trial.
- H. **Juror Contact.** It shall be improper for any party, or any attorney who has been involved in a trial by jury, to approach or contact any member of the jury panel called to hear the case. The Court may, at the conclusion of any jury trial, offer to the jurors the option to speak with counsel; such choice shall be the sole decision of each juror.

Section 23: Guardianships

LR47-GU00-113: GUARDIANSHIPS

- A. **Physician's Report:** In all guardianship proceedings seeking to declare an adult incapacitated, a Physician's Report by the doctor treating the alleged incapacitated person, or such additional evidence the Court may require, shall be presented to the Court with the filing of the petition or on the date of the hearing. The Physician's Report shall substantially comply with the GUARDIANSHIP PHYSICIAN'S REPORT FORM which can be obtained from the Clerk of the Court or by visiting the Court's website at:
<https://lawrencecounty.in.gov/justice/lawrence-circuit-court>.
The Court will not make a determination on the petition without the Physician's Report or testimony at the hearing.
- B. **Guardian's Information Sheet:** A Guardian's Information Sheet must be completed and filed with any petition seeking to establish a temporary or permanent guardianship or a protective order pursuant to I.C. § 29-1-3-4 et. seq., as amended. The Court will not act upon the petition until the Guardian's Information Sheet is completed and filed. The Guardian's Information Sheet must be filed in compliance with Indiana Trial Rule 5(G) and the Indiana Rules on Access to Court Records, Rule 5. The GUARDIANSHIP REGISTRY FORM may be obtained from the Clerk of the Court or by visiting the Court's website at:
<https://lawrencecounty.in.gov/justice/lawrence-circuit-court>.

C. Guardian ad Litem: The Court may in its discretion determine that the alleged incapacitated person should have a guardian ad litem or attorney appointed to represent his or her interests, and the hearing for the appointment of a guardian for the alleged incapacitated person may be continued by the Court for that purpose. Guardian ad litem will be paid reasonable compensation, considering the needs of the alleged incompetent person, the nature and relative difficulty of the services provided, local custom, the availability or limitations of resources of the alleged incompetent person's estate, and, in the discretion of the Court, any other considerations deemed relevant under the circumstances of the case.

(Effective August 1, 2023)

Section 24: Summoning of Jurors

LR47–JR4-1134: SUMMONING JURORS

Pursuant to Indiana Jury Rule 4, the judges of Lawrence County have selected the two-tier system of subparagraph b of Indiana Jury Rule 4 as the method for summoning jurors in Lawrence County.